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MIS379 – Advanced Systems Analysis and Design
Spring 2008 – Janis Warner, Instructor

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Purpose:
The primary purpose of this course is to provide an understanding of the design and application of systems in business for routine data processing, management reporting, and decision support at various levels within the organization. The main focus of the course will be on the non-programming components of the systems development process. To accomplish this purpose two avenues to learning are used:

1. Introduction to factual knowledge (such as concepts, terminology, tools and processes) used in systems analysis and design when managing and constructing information systems. This knowledge is introduced through class presentation, discussion and textbook material. This will be reinforced with assignments, quizzes and exams.
2. The application of new systems analysis and design knowledge through a semester long team project involving a real world company consulting engagement is developed and completed.

Development of teamwork and collaboration skills to work with others as a member of a team is heavily emphasized in the course. This allows the students to develop their interpersonal, conflict resolution and management skills in a project environment. The teamwork experience is accomplished mainly through the team project.

Office Location/Hours: SHB 236B;Tuesday/Thursday 8:15-9:30am, 1-2pm 3:15-5:15pm or by appt.
Contact Information: Email – jaw022@shsu.edu   936-294-4878 (o); 561-213-7810 (c)

Required Textbooks and Materials:
Valacich, George & Hoffer, Essentials of Systems Analysis and Design, Prentice-Hall, Inc., 3rd Ed.

Other Requirements:
- SHSU account and Email – Students must have an email address and access to the Internet and World Wide Web by the end of the second week of class. In addition, they must have an SHSU account in order to access the workstations in the open labs.

Prerequisites:
      MIS390 – Business Database Management.

Grading:
      The cumulative course grade will be based on the following allocations:
      Lecture

Midterm exam	20%
Final Exam	20%
In-class Individual presentations	5%
Other – Attendance, Participation, Homework, Quizzes	5%
	50%

      Project

Project Documentation	35%
Team Peer Evaluation	5%
Project Presentation	10%
	50%
Total	**100%**

Grading Structure:

A	90 and above
B	80-89
C	70-79
D	60-69
F	below 60

Students are responsible for abiding by all published University rules and regulations as printed in the Undergraduate Catalogue, Student Guidelines, and in other official University publications.

Exams- There are two exams in this course. Both exams will cover material from lectures, current topics discussed, case studies discussed in class as well as the assigned readings from the textbook. Obviously, class attendance is necessary in order to achieve the maximum grade from the course. These exams will include multiple choice questions and essay type questions. Lecture exams are not cumulative.

If you are unable to take an midterm exam due to any appropriate reason, such as emergency or religious holiday observance, you must inform me of that fact on or earlier than the day of the exam and arrange for a make-up exam before the graded exam is returned to the class. If you require a make-up exam, you must document your excuse (e.g., a letter from a physician written on the physician's letterhead or a police report). Make-ups will be given only during a regular class period or during the instructor's office hours. In no event will a make-up be given after the graded exam is returned to the class, which is usually the class period after the exam is scheduled.

In-class Individual Presentations- Current topic presentations will consist of brief discussions on a current information technology topic. Each presentation should be 15-20 minutes. You should sign up for a topic by the second week of class. Topic availability will be on a first come first serve basis.

Topics of interest include:

1. Security
2. Financial integrity
3. Web services
4. Telecommunications
5. Artificial intelligence
6. Expert Systems
7. Database management system
8. Outsourcing
9. IT management
10. Terrorism/Disaster Planning
11. Customer Service
12. Enterprise application
13. Wireless technology
14. New uses of the Internet
15. Software for the Analyst
16. Social Networking via the Internet

Your presentation will be graded based on:

1. How clearly you explain the topic
2. Depth of your discussion
3. Interest generated
4. How you identify points that are of relevance to the systems analyst, CIO, IS consultant, etc
5. Answer questions regarding the topic
6. The quality of the presentation and presentation materials

. The presentation must include review materials such as overhead slides or a Microsoft PowerPoint presentation which are to be submitted one class before the presentation (this is so that I may prepare appropriate questions and comments for the class). If you are unable to present your topic on the assigned date due to any appropriate reason, such as emergency you must inform me as soon as possible and arrange for a make-up date <u>by the last regular class</u>. If you require a make-up, you must document your excuse (e.g., a letter from a physician written on the physician's letterhead or a police report). No make-up case presentations will be given for unacceptable reasons.

Attendance and Participation – You are expected to attend and participate in the discussion of every class. Your attendance and participation counts for up to 10% of your final grade (depending on homework and quizzes). All contributions to the class discussion are appreciated. Special recognition may be given to participation or contributions that "add-value."

Regular and timely class attendance is expected and is in your best interest. You will get out of this class what you put into it. Lack of attendance will negatively impact your class involvement grade as follows:
  A. At the beginning of the semester everyone starts out at 100%
  B. For each class missed over 2 there is a 20% reduction (30% in Summer sessions). This means that if you have 7 absences (5.3 in Summer) you would have a zero for class involvement.

University policy requires that attendance be taken each class period. This will be accomplished by circulating a sign-in sheet. It is the student's responsibility to be sure that they have signed the sheet each day.

Homework and Quizzes - Individual assignments are <u>due at the beginning of class</u> unless otherwise specified. You may turn in an assignment by posting it in Blackboard. No e-mails will be accepted unless specifically approved. Be sure to put your name and assignment number in the filename and as a header in the file. A late penalty of 15% will be assessed for any assignment turned in after the time it was due, up to and including the day following the due date. No assignments will be accepted beyond one week after the due date.
       Quizzes may be given at the beginning of a class at my discretion to verify that the assigned readings have been completed for a class. If you arrive late to class after a quiz has begun you are not eligible to take the quiz. You are expected to sit quickly and act respectfully while waiting for the other students to finish the quiz.

Projects – Groups of 3-5 will conduct a systems analysis project consisting of studying and documenting a system in the real world. As part of the "MIS379 Consulting Company", you have been assigned this project. Teamwork is critical. Part of the exercise is to learn how to work together successfully despite different work styles. Once assigned to a team you are to select a real-world organizational project by January 31, 2008. Individual projects are not allowed.

Team member evaluations will be conducted. A team may decide to dismiss a member from the group before the final course drop date for lack of participation or poor performance. This must be the consensus of all the other members of the group and must be communicated to the affected student and then to the instructor in writing, followed by a meeting with all the members of the group.

A formal written report is to be handed in by the stated due date and an oral presentation will be done on the stipulated date by each group. Each member of the group is expected to participate in the presentation. Each student is expected to attend all presentations. Oral presentations will be graded based on clarity, creativity and originality.

Late Penalties-Assignments are due at the beginning of class unless otherwise specified. A late penalty of 25% will be assessed for any assignment turned in after the time it was due up to one week late. <u>No late assignments will be accepted more than one week late.</u>

Scheduling-A complete Anticipated Schedule of assignments and significant due dates for the semester will be distributed separately and is to be considered part of this syllabus. Please note, although I try not to make changes after the beginning of the semester so that you may schedule your other activities accordingly, on occasion changes or corrections can not be avoided. The change will be announced in class and on Blackboard,

however it is the student's responsibility to check for any changes on a regular basis, at least once per week is recommended.

Inappropriate Behavior-Inappropriate behavior distracts other students and interferes with their learning experience. Inappropriate behavior may include arriving late, leaving early, talking, surfing the net, etc. Additionally, netiquette is also expected to be observed during electronic communications. For guidelines on acceptable netiquette please see http://en.wikipedia.org/wiki/Netiquette.   Rude and inappropriate behavior will not be tolerated. Points will be deducted from the final grade of a student who chooses to repeatedly distract others. In particularly egregious cases, the student will be permanently remove from the class.

Cellular telephones, pagers, beepers and other personal communication devices create unwanted destractions and **MUST BE DISABLED** during class sessions. If you consider yourself to be an exception to this requirement, please discuss this with me at the beginning of the semester. *If you do not inform me of your on call status I will be answering your phone when it rings and for every cell phone ring that happens during a test, 2 points will be deducted from your score.*

Incomplete-University policy states that an "I" may be given only if a student has a passing grade in the course. An incomplete is meant for students who are unable to complete the course due to severe hardships beyond their control, not to accommodate students who decide that the work load is too heavy.

Academic Irregularities-Cheating, plagiarism, and unauthorized collaboration are unacceptable for both in-class examinations and take-home assignments. Such offenses are subject to disciplinary action. Disciplinary actions may range from a zero on the assignment or exam, to an "F" in the course and a letter of fact in your student record, following the rules of the University and the College of Business.

Student absences on religious holy days policy
A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor a written statement concerning the religious holy day(s). This request must be made in the first fifteen days of the semester or the first seven days of a summer session in which the absence(s) will occur. The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed.

Disabled Student Policy
Disabled students may request help from their instructors, school/department chair, or by contacting the Chair of the Committee for Continuing Assistance for Disabled Students and Director of the Counseling Center, Lee Drain Annex, or by calling (936)294-1720.

University policy states that food and drink are not allowed in computer labs.